

## 10.13 Smart Phone and Tablet Policy

Personnel Procedures Approved: 5/1/2015

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1. PURPOSE: To provide guidelines to employees regarding the use of City issued smart phones and personal smart phones and tablets to access City email and calendar information.
2. ORGANIZATIONS AFFECTED: All departments/divisions.
3. REFERENCES: State Public Disclosure Act (RCW 42.17); Personnel Policy
4. PROCEDURES:
  - A. City Issued Mobile Phones: Based upon their duty assignments, an employee may be issued a City mobile phone. All City-provided mobile phone services and equipment are subject to the approval of department directors or their designee. The following policies are applicable to use of City-issued mobile phones:
    1. The City issues mobile phones to allow for efficient and cost effective execution of City business. Incidental personal use of City-provided mobile phones is permitted.
    2. There is no right to privacy in an employee's use of City issued phones. The City audits all City-provided mobile phone services (voice minutes used, text messages sent/received, and data service use) which include a review of the monthly billing.
    3. Most wireless transmissions are not secure. Therefore, individuals using wireless services should use discretion in relaying confidential information.
    4. Reasonable precautions should be made to prevent equipment theft and vandalism to City issued mobile phones.
    5. Employees using City smart phones to access City Email and Calendar information are required to promptly report lost or stolen phones to Information Services by calling 425-489-3377 as soon after the loss is noticed regardless of time, day or night.
    6. City business conducted via mobile phones/smart phones is subject to public disclosure laws. The use of text messages for any City substantive business purpose is strongly discouraged and should not occur except in an emergency or with City Manager approval.

7. Employees in FLSA Non-Exempt positions are required to get supervisor approval prior to working from home or incurring overtime. Failure to get this prior approval may result in disciplinary action.

B. Personal Smart Phones:

The City recognizes that employees may desire to utilize their personal smart phones or tablets to access City email and calendars. In order to ensure that city data are protected, the following policies apply:

1. Phone Standards: Phones must be configured with a Mobile Device Management (MDM) Agent.

While personal phones and tablets meeting the above standard may be used to access City Email, the City is not responsible for troubleshooting personally-owned devices or instructing staff on how to use them.

2. If you decide to use a personal device for City business, there will be a chance that it could affect your privacy in that device, and may result in personal records being subject to public disclosure and/or disclosure during litigation. To minimize risk to your personal privacy, the following guidelines should be followed:
  - a. Sending text messages on personal phones for City business is not permitted.
  - b. If you must use a personal device like a personal computer or smart phone, you can use "remote access" to access the email server if you are working away from your office. If done properly this should prevent any "public records" that you work on from being stored on your personal device.
    - i. Employees in FLSA Non-Exempt positions are required to obtain supervisor approval prior to working from home or incurring overtime. Failure to get this prior approval may result in disciplinary action.
  - c. Storage of City business related records on a personal device is not recommended and should be avoided, however, if you end up storing records on a personal device, store them in a clearly marked location so that if those records are requested you know exactly where to find them and can swear under oath if necessary that there are no public records stored anywhere else.
3. Eligibility for Compensation: The City recognizes that some employees who are required to be available when out of the office, and who are eligible for a City issued smart phone, may find it more convenient to utilize their personal device to conduct City business. In such cases--and subject to the duties of your position, your supervisor's recommendation, and the City Manager's approval--you may be eligible for a monthly stipend as compensation for use of your personal smart phone for City business. Departments will determine

which positions are eligible for this option. To obtain this stipend, you must complete a Request for Smart Phone Stipend form, obtain your supervisor's signature, and submit the form to Human Resources for review and forwarding to the City Manager. Stipends will be included in the employee's regular paycheck, and are considered a taxable fringe benefit by the IRS, and therefore subject to federal withholding taxes. Employees who utilize their personal smart phone and receive a stipend are not eligible for issuance of a City smart phone.